

What is TANF?

Temporary Assistance for Needy Families (TANF) is a temporary public assistance program administered by the Department of Social Services and the Department of Labor. The main focus of the TANF Work Program is to help families to help themselves move from welfare to work by:

- promoting family responsibility and accountability and
- encouraging self-sufficiency through work.

TANF is a needs-based program for families with children under age 18 (or under age 19 if the child is in high school) who need financial support because of:

- a death of a parent,
- a parent is absent from the home or
- physical or mental incapacity or unemployment of a parent.

Families with serious financial needs may qualify for TANF monthly cash payments. Your TANF payment is based on who lives with your family, who is eligible in your household, and other income and resources available to your family. If your family's monthly TANF cash payment is less than \$10, no payment will be issued.

You can also contact your local Social Services office about whether you qualify for other programs.

What are the TANF Work Program penalties?

If you do not follow the TANF Work Program rules you will be penalized, which may affect your monthly cash payments as well as your TANF eligibility. The penalty system progresses as follows:

- You will receive a written warning. This does not affect your monthly payment or eligibility.
- You will lose 50 percent of your monthly cash benefits.
- Your case will be closed and you will not receive a monthly payment.

For more information call your local Social Services office or (605) 773-4678.

**Visit us on the Web at:
www.state.sd.us/social/tanf**

DSS Nondiscrimination Policy:

Department of Social Services (DSS) staff, programs and policies must not discriminate against clients or applicants for services because of race, color, sex, age, disability, religion and national origin. To file a complaint of discrimination write: DSS Division of Legal Services, 700 Governors Drive, Pierre, SD 57501-2291 or call: (605) 773-3305. If you have a question regarding program services, please contact your nearest DSS office.

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TANF Work Program



South Dakota's
Temporary Assistance
for Needy Families (TANF)

**Department of Social Services
Department of Labor**

Where do I apply for TANF?

The Temporary Assistance for Needy Families (TANF) application process has two components:

- The **work** component is handled by employment specialists at Department of Social Services (DSS) offices in reservation areas or Department of Labor Career Centers.
- The **eligibility** component is handled by benefits specialists at local DSS offices.

TANF is a work program. You begin the application process with an employment specialist, unless you are not required to work. You are not required to work if you meet one of the following conditions:

- You are a dependent child under 16 years old or a full-time student in high school.
- You are a parent taking care of a baby who is under 12 weeks old. (This only applies to one parent per household.)
- You are approved to receive Social Security Disability or SSI payments from the Social Security Administration.
- You are a veteran who has 100 percent disability and are approved to receive disability payments from the Veteran's Administration.

Reporting Requirement

If you are a parent receiving TANF benefits for your own children, you must submit a report every month to your DSS benefits specialist.

Is there a time limit for TANF benefits?

An adult TANF recipient may not receive TANF benefits for more than 60 months, (five years). The 60 months do not have to be consecutive months in a row. During this 60-month life time limit, recipients are required to participate in work activities. Adult welfare recipients are expected to become self-sufficient within this time limit.



What is a Personal Responsibility Agreement?

A Personal Responsibility Agreement (PRA) is a written and signed agreement between you and the TANF program. You agree that:

- TANF assistance is temporary.
- TANF is a work program.
- It is your responsibility to find and keep work.
- You will accept responsibility for yourself and your children.
- You will follow all program conditions such as developing a work plan, keeping appointments, participating in a work activity, completing and submitting time sheets, and making sure your children attend school.

What is a Personal Responsibility Plan?

Your employment specialist will work with you to develop your own Personal Responsibility Plan (PRP). You should think of this plan as a guide to help you become self-sufficient and employed. Your plan shows your strengths and skills and outlines ways for you to reach your work goals. Your plan will specify your work activity and how many hours you are required to participate.

What work requirements must I follow?

Participants are required to work in allowable work activities a minimum of 30 hours each week. If you have a child under age six, your weekly minimum requirement is 20 hours. The following work activities count towards the number of hours you need to work:

- Working in a job
- On-the-job training
- Secondary education
- Vocational training (limit of 12 months)
- Teen-age parent attending high school
- Job search/job club (preparing for work)
- Community work

Your employment specialist will assess your job skills and strengths and identify problems you may have with transportation or child care. The assessment will cover: work history, housing, child care, special family needs, education, transportation, life circumstances and personal support.